





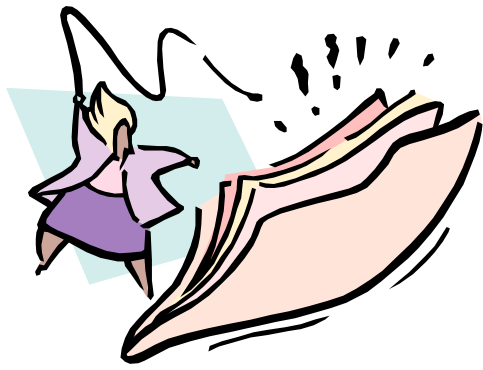


# HR Review/Process of Job Requisitions



**Remember!** Use the **worklist** to review or process job requisitions.

STEP	ACTION										
1	<div> <b>Worklist</b></div> Click the <b>Worklist</b> shortcut at the top of the page. <b>Result:</b> Your worklist with items ready for you to process appears. <div><div>Worklist for CDC1ST1: KYLE SPRINGS</div><table><thead><tr><th>From</th><th>Date From</th><th>Work Item</th><th>Link</th><th>Mark Worked</th></tr></thead><tbody><tr><td>ADAM BARCROFT</td><td>06/03/2002</td><td>1st Authorizers Worklist</td><td><a href="#">CDC.AMBER.00001978.0.2002-06-03.11.REQ.DTA.HC</a></td><td><input checked="" type="checkbox"/></td></tr></tbody></table></div> <p>For each work item, there is the name of the person who sent it (<a href="#">From</a>) and the date it was sent (<a href="#">Date From</a>), the workflow role (<a href="#">Work Item</a>) and a <b>Link</b> to the action.</p>	From	Date From	Work Item	Link	Mark Worked	ADAM BARCROFT	06/03/2002	1st Authorizers Worklist	<a href="#">CDC.AMBER.00001978.0.2002-06-03.11.REQ.DTA.HC</a>	<input checked="" type="checkbox"/>
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ADAM BARCROFT	06/03/2002	1st Authorizers Worklist	<a href="#">CDC.AMBER.00001978.0.2002-06-03.11.REQ.DTA.HC</a>	<input checked="" type="checkbox"/>							
2	Click the <b>Link</b> to go to the job requisition you want to review or process.										
3	<b>Result:</b> The job requisition appears. Review the job requisition.										
4	The HR Reviewer and HR Processor role can modify any field on the job requisition.										
5	<p>If you haven’t finished processing the job requisition,</p> <ul style="list-style-type: none"><li>▪ note the EmplID, effective date, and action/reason codes</li><li>▪ click </li></ul> <p><b>Result:</b> the job requisition is taken out of workflow.</p> <p>To access the job requisition for further processing use the appropriate menu path depending on your workflow role.</p> <ul style="list-style-type: none"><li>▪ Home &gt; Develop Workforce &gt; Recruit Workforce (USF) &gt; Use &gt; HR Reviewer</li><li>▪ Home &gt; Develop Workforce &gt; Recruit Workforce (USF) &gt; Use &gt; HR Processor</li></ul>										
6	<p>If your role is HR Reviewer and you’ve finished processing the job requisition,</p> <ul style="list-style-type: none"><li>▪ change the PAR Status to ‘REV’ or ‘RET’, and</li><li>▪ click </li></ul>										
7	<p>If your role is HR Processor and you’ve finished processing the job requisition,</p> <ul style="list-style-type: none"><li>▪ change the PAR Status to ‘PRO’, ‘RET’, or ‘DIS’ and</li><li>▪ click </li></ul>										



## WIP Status

The WIP (Work in Progress) Status field is located on the Job Requisition 1 page of a job requisition. The value of the WIP Status field indicates the routing status of the job requisition.

Valid values for the WIP Status field are

Value	Action	What Happens?
Requestor (REQ)	Approves	Goes to the next worklist based on the value of WIP Status.
1 <sup>st</sup> Authorizer (1 <sup>st</sup> )	Approves	Goes to the next worklist based on the value of WIP Status.
2 <sup>nd</sup> Authorizer (2 <sup>nd</sup> )	Approves	Goes to the Approver worklist.
Approver (SIG)	Approves	Goes to the HR Reviewer “pooled” worklist.
Reviewer (REV)	Approves	Goes to the HR Processor “pooled” worklist.
Processor (PRO)	Approves	Job Requisition Status becomes ‘Open’.
Return (RET)	Return	Job requisition returns to requestor who can modify and reroute the job requisition.
Disapprove (DIS)	Disapprove	Job requisition returns to the requestor. The job requisition can’t be processed any further.

The available values in the Work in Progress (WIP) Status field are based on the workflow role.

Role	Available WIP Status
Requestor	Requestor, 1 <sup>st</sup> Authorizer, 2 <sup>nd</sup> Authorizer
1 <sup>st</sup> Authorizer	1 <sup>st</sup> Authorizer, Return
2 <sup>nd</sup> Authorizer	2 <sup>nd</sup> Authorizer, Return
Approver	SIG, Return, Disapprove
HR Reviewer	Review, Return
HR Processor	Process, Return, Disapprove